



NORTH CAROLINA AIR NATIONAL GUAF AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY AFSC: TITLE: Human Resources Assistant PD: D1087000 AFSC: 3S0X1, 3S2X1, 3S3X1 PSN #: 0077915134	RANK/GRADE: NTE MSgt/E-7	<input type="checkbox"/> NATIONWIDE <input checked="" type="checkbox"/> NCANG MEMBERS ONLY <input type="checkbox"/> ON BOARD AGR ONLY	ANNOUNCEMENT #: ANG-AGR 2015-11
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UNIT, LOCATION, POC:**145 Force Support Squadron, Charlotte, NC****POC: Lt Col Lisa Kirk lisa.kirk@ang.af.mil****704.391.4170 DSN: 231.4170****OPENS: 13 April 2015 CLOSES: 11 May 2015****PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Works with HR Specialists in the HRO to accomplish a wide range of human resources transactions, for technicians and AGRs, related to recruitment, placement, classification, employee and labor relations, benefits, entitlements, training and incentive awards. These duties require technical understanding and knowledge of numerous human resources guidelines, regulations, instructions, directives, procedures, policies and precedent situations involving analyzing the interrelationship and impact various human resources actions in different functional areas may have on non-dual and dual status technicians and AGR personnel. (Advises, and provides comprehensive procedural and technical guidance to managers and supervisors in the areas of recruitment, placement, separation, and retirement. Coordinates, develops draft vacancy announcements and prepares requests for vacancy announcements for HRO review. Upon receipt of announcements from HRO, makes distribution to all units/sections. Analyzes and evaluates individuals' basic eligibility for a variety of clerical, technical, administrative, and wage grade positions. Receives technician promotion certificates and furnishes them to selection officials for interview or selection. Advises HRO of promotion, reassignment, and non-selection actions. Executes necessary documents of technician personnel who deploy, mobilize, separate, retire, etc. Provides information to managers and supervisors regarding issues of ARNG/ANG technician occupations and the effects of specific regulations or instructions on anticipated human resources actions. Provides classification advice and assistance on a variety of clerical, technical, administrative and wage grade positions, which have standard career patterns. Provides assistance and guidance in processing classification appeals. Assists with classification reviews at the organizational unit/wing/base level and ensures completed reviews are forwarded to the HRO in a timely manner. Assists with the annual federal wage grade survey, as required. Assists managers and supervisors in resolving AGR problems relative exclusively to AGR tours in day-to-day operations. Serves as primary point-of-contact regarding AGR matters between the ARNG/ANG organization/unit, and the HRO. Assists with processing of all military human resources actions associated with a military assignment of an AGR member. Conducts the orientation program to outline military requirements, benefits, and entitlements. Implements and interprets AGR policies and programs. Advises and counsels AGR members and dependents on support organizations and benefits programs. Explains the TRICARE program and how to file claims and provides locations of servicing Health Benefits Advisors. Schedules retirement counseling of AGR members and coordinates retirement actions with the ARNG/ANG organization/unit and HRO. Coordinates with the local medical facility on physical examinations for current, potential AGR members, and AGR members projected for separation/retirement. Analyzes, interprets, and clarifies policies, directives, and other issues regarding National Guard Bureau (NGB) ARNG/ANG and HRO pertaining to military human resources matters. Monitors AGR controlled grade program and requirements at unit/wing/base level. Monitors promotions, reenlistments/extensions, performance evaluations, reassignments, tour renewals, orders, and transfers of all assigned AGR personnel. Provides assistance and information pertaining to employee relations and labor relations matters to managers, supervisors, union officials and technicians on moderately complex problems of employee conduct or reorganizations, leave problems, indebtedness, union contracts, agreements and the full range of procedural requirements for filing grievances, appeals, and complaints. Distinguishes between human resources policy and union contracts when informally resolving complaints/grievances and explains to applicants the proper employment procedures along with comparing applicants' experience and or education background to determine basic qualifications for vacant positions. Provides detailed guidance or specific information on benefits and services including, but not limited to: thrift savings plans, life insurance, health insurance open seasons, leave and pay inquiries, uncommon tours of duty, Office of Workmen's Compensation OWCP) claims, disciplinary actions, performance ratings. Processes requests for training and incentive awards. As the human resources liaison representative, coordinates human resources transactions on a daily basis with management officials, technicians, the ARNG/ANG organization/unit and HRO. Reviews, indexes, and files guidance and reference material such as correspondence, requisitions, message forms, human resources regulations, instructions, manpower reports and records, utilizing appropriate code and file systems and cross-referencing when required. Prepares file outlines, maintains records, and controls schedules to ensure proper maintenance and disposition of human resources and administrative material. Conducts periodic surveys on active publications and correspondence files and removes rescinded and/or obsolete materials. Performs substantive administrative and clerical support duties in the areas of incentive awards, training, classification, performance ratings, etc. Monitors suspenses established by HRO and the ARNG/ANG organization/unit for performance evaluations and annual reviews, and ensures timely and complete submission by supervisors. Reviews nominations for awards and training for completeness and accuracy prior to forwarding to the HRO. Maintains data concerning technician and AGR manning documents, including listings of employees against positions. Compiles necessary statistics to reflect current status and accurate consumption of allocated technician and AGR man-years for the purpose of accomplishing a planned hiring program that will meet programmed year end strength and future projections and requirements. Performs analyses of necessary statistics to reflect current utilization of allocated technician and military man-years in order to accomplish a planned hiring program to meet programmed year-end strengths and for future projections. Utilizes personal computers with different software applications in daily work and prepares presentations, graphs, charts, and tables. Obtains pertinent information from the internet to accomplish work assignments. Performs other duties as assigned.

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: officer and airman classification systems and procedures; preparing and maintaining personnel records; assignment, promotion, testing, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management, principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts. Air Force MO policies, methods, and procedures for organizational development; consultation, facilitation and, benchmarking; productivity enhancement; survey techniques, process improvement, performance measures development, and costing analysis; principles of industrial engineering techniques and; procedures, officer and airman classification procedures, manpower allocation processes, manpower readiness and force management; automated data processing system operations and utilization; and organization analysis, structures, and missions.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

Applicants for E-8 positions, must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.

Application Packages must include the following:

- (1) NGB Form 34-1 (dated 11 Nov 2013)
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package
- (4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECED. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.

- (5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Scan all documents and submit as one attachment.

PLEASE READ DISCLAIMER: Do not submit other documents unless specifically asked for in the announcement.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

EMAIL APPLICATIONS TO: 145fss.fulltimejobapplications@ang.af.mil Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.